

## **PURPOSE OF THE GRANT**

The Town Centre Activities and Events Grant (TCAEG) has been established to support town centres to boost footfall by organising events and activities that bring more people to the town centre. We acknowledge that town centre businesses have, and continue to, face an economically challenging time so by boosting activity in the town centre will benefit the businesses with increased footfall.

This project along with another 8 projects forms a package of interventions known

Schemes will be presented to the Flintshire Regeneration Panel, for a decision on the grant application. The deadline for submission of applications to be considered by the panel at one of its monthly meetings is outlined below. In addition, the dates of the panel and the date by which the outcome of the application will be communicated to the applicant are noted.

<b>Monthly deadline for submission of applications (to be received by 5pm).</b>	<b>Panel Meeting to consider applications on:</b>	<b>Decision to be communicated to applicant by:</b>
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It is anticipated that the main applicants and beneficiaries of this grant scheme will be community/voluntary groups, town councils, charitable organisations and town centre businesses. The activities and events delivered with grant funding are expected to benefit members of beneficiary organisations, local residents, visitors and other town centre businesses.

### **TOWN CENTRE ACTIVITIES AND EVENTS GRANT - HOW MUCH CAN YOU APPLY FOR?**

The minimum amount of grant funding under the Town Centre Activities and Events Grant that you can apply for is £500 and the maximum is £10,000.

### **TOWN CENTRE ACTIVITIES AND EVENTS GRANT - HOW TO APPLY**

Groups/organisations/individuals can enquire about the grant funding available by contacting Regeneration Team by email: [regeneration@flintshire.gov.uk](mailto:regeneration@flintshire.gov.uk) . If eligible, you will go through the process of filling out the application form. Advice will be available regarding the application process and the team will support you throughout.

### **TOWN CENTRE ACTIVITIES AND EVENTS GRANT - GUIDANCE ON COMPLETING THE FORM**

#### **Section 1 Applicant and Project Summary**





This 6.1 section asks for evidence of the arrangements made for your activity/event. Who will be the project manager and lead the activity/event ensuring that everything is completed and all relevant licences are in place (refer to Events - Organiser Guide). It is useful to include full plans of how the event/activity will be run and managed giving as much detail and information as possible.

In section 6.2 please list the key risks you have identified for your project. Also within this section you need to state how you will manage each risk if they were to occur. Examples of risks are weather preventing the event/activity taking place, food hygiene not at acceptable and legal standard, suppliers unavailable etc. You may manage/reduce the risk by rescheduling the event in the unlikely event that adverse weather occurs or you may manage it by having an alternative venue on standby.

## **Section 7 Project Costs and Funding Package**

In section 7.1 it asks for a breakdown of costs in as much detail as possible. You should specify, where appropriate, VAT inclusive or exclusive. It is useful to know what item of expenditure is to be paid for by the Grant awarded and what items will be paid for by yourselves. Please ensure that the total for ALL items of expenditure is the same as the total in section 1. This ensures that when the application is put to panel there are no discrepancies in financial statistics. Please note the maximum grant funding awarded is for up to 80% of the total..

Please ensure that you seek quotes for the event/activity expenditure prior to applying.

All applications should be for new events however you may apply for grant funding for enhancements to existing scheduled events/activities. For example, annual events that would like to enhance their event could be awarded grant funding but

Please ensure anyone who has provided their information as part of your application has seen our Privacy Notice.